

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0656763
POSITION NO: 944340
CLASS CODE: 1366

Date Posted: 07/02/12
Closing Date: 07/16/12

POSITION TITLE: OFFICE SPECIALIST
DEPARTMENT NAME: DPS/Navajo Police Department
DEPARTMENT NO: 65 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R580A
Days: Monday to Friday Permanent: ☒
Hours: 8:00am to 5:00pm Temporary: ☐ Duration: \$ 22,734.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Receive court documents from Navajo Nation Family and District Courts, enter into information into the Criminal Reporting Information System and CODY System. Assign court documents to field commissioned personnel for serving to defendants and respondents. Monitor court documents to ensure service delivery. Inform court(s) of outcome of the process of serving. Receive court documents across and off the Navajo reservation. Package and send relevant files out to district courts or other courts on or off the Navajo reservation for service. Work closely with other police departments and courts. Monitor court documents for relevant individuals and courts. Contact court on frequent basis for incoming court documents. Enter bench warrants into the Criminal Reporting Information System and the CODY system and assign to dispatcher.

Answer and screen telephone calls, route and direct calls to appropriate staff or take messages. Greet and direct visitors to appropriate staff, department, agency, or sources. Answers various questions from the public, researches request for general information. Assist public in their search for information regarding police reports and status of court documents. Prepare correspondences, reports, and specialized documents related to the department. Proofread materials for accuracy, completeness, formatting, and correct English usage, including grammar, punctuation, and spelling. Receive incoming reports, including arrests, offense, accidents, traffic tickets, property forms, incident reports, over-time requests for authorization, and criminal complaints, route to appropriate staff and department. Other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED: supplement by courses in general office procedures; and

Experience:

Two (2) years of general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; of basic clerical/office support practices and procedures; and of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintaining electronic and/or hard copy filing/records systems; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in basic math, cash receipting and accounting principles; in establishing and maintaining effective working relationships; and in preparing clear and comprehensive reports.

License/Certification Requirements:

PREFERRED: Must possess a valid State Driver's license. Must not have any felony convictions or convictions involving moral turpitude. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of employment must pass a background investigation.

VETERANS' PREFERENCE APPLIES

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE
NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 1-15-99